

SAMPLE COVER LETTER FOR A PROFESSIONAL JOB

434 Fairway Drive
Middletown, RI 02842

August 21, 20xx

Mr. Robert Patridge
Public Relations Director
The XYZ Group
Cambridge, MA. 02138

Dear Mr. Patridge:

As you may recall, I met with you last March to learn about working in Public Relations. The information you provided was extremely helpful, and I have decided to pursue a career in this field. Enclosed is a copy of my resume for the position of Public Relations Associate listed in the University of Rhode Island's RbodyNet job database. I believe that my experience and skills meet the qualifications you seek, and I would be most interested in discussing them with you in more detail.

My internship as Media Assistant at ABC Corporation and position as Events Coordinator at the Ryan Center have allowed me to successfully advertise and promote over 20 major events attended by more than 22,000 participants. I have experience writing news releases and promotional materials and have assisted in the design and development of public relations campaigns. I consider myself to be creative and enthusiastic, with excellent communication skills. In addition, I enjoy interacting with diverse groups of people and collaborating on projects.

As an English major, I have developed clear, concise writing skills along with the ability to conduct research and to design and deliver engaging presentations using a variety of technology and media. I would enjoy meeting with you again and will contact you within the next two weeks to arrange a time when we can discuss my qualifications for the Public Relations Assistant opening. Thank you for your consideration.

Sincerely,

Pam Collins

SAMPLE COVER LETTER FOR AN INTERNSHIP

34 Second Street
Kingston, RI 02881

September 20, 20xx

Ms. Martha Knight
Human Resources Director
QPR Hospital
5432 Powell Street
Newport, R.I. 02840

Dear Ms. Knight:

I am extremely interested in a health-care internship that will build on my academic background as well as my experience. I am sending my resume for your consideration for such a position with QPR Hospital beginning next spring.

I have just begun my third year at the University of Rhode Island. My major is Psychology, with a specific focus on health related courses, and I would welcome any kind of hospital-based position that provides either patient contact or laboratory experience.

My record of school work, employment, and volunteer activities demonstrates attributes that would make me a valuable employee:

- **Strong academic skills:** Current GPA of 3.6 with a rigorous honors-level course load emphasizing social services and science.
- **Reliability and work ethic:** In all my employment and volunteer positions, I have consistently been punctual, well-prepared, and eager to assume new responsibilities.
- **Deep interest in the care and welfare of children:** In addition to volunteering at my local hospital for the past two summers, I have extensive experience caring for children, including a full-time summer nanny position. My goal is to pursue a health-care career that will specifically focus on the welfare of children.

I would welcome the opportunity to discuss my qualifications for a spring internship at QPR Hospital with you and will call you within the next two weeks to arrange a time when we can meet. I am extremely enthusiastic about the idea of becoming an intern at the hospital and believe that I can be an asset to your internship program. Thank you for your time and consideration.

Sincerely,

Thomas Turner